

## ***Microsoft Mail Merge Quick Guide***

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The most important step in the mail merge process is to set up and prepare your data. You'll use your Excel spreadsheet as the data source for the recipient list. Here are some tips to prepare your data for a mail merge. Make sure: Column names in your spreadsheet match the field names you want to insert in your mail merge.

### **Mail merge using an Excel spreadsheet - Word**

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### **Microsoft Mail Merge Quick Guide - screen.indianexpress.com**

Microsoft Word 2016 Mail Merge Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) [Beezix Inc] on Amazon.com. \*FREE\* shipping on qualifying offers. This two page laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail merge features of Microsoft Word 2016 (Windows Version).

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If you don't have a mailing list, you can create one during the mail merge process. Here's a list of a few, simple data sources you can use for mail merge. Microsoft Excel spreadsheet An Excel spreadsheet works well as a data source for mail merge if all data is well-formatted and on one sheet so that it can be read by Word.

### **Use mail merge for bulk email, letters, labels, and ...**

Microsoft Word 2013 Mail Merge Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) [Beezix Inc.] on Amazon.com. \*FREE\* shipping on qualifying offers. This two page laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail merge features of Microsoft Word 2013. Written with Beezix's trademark focus on clarity

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### **Word 2007 Quick Reference - customguide.com**

Mail merge is a quick and efficient way to create professional-looking labels and individualized content in no time. Use mail merge for business and personal reasons, from return address labels to product barcoding. For more information on how to mail merge labels, call our customer service team at 1-888-575-2235.

### **How to Mail Merge Labels - OnlineLabels.com**

Side 2: Word 2013 Mail Merge Quick Reference Guide D. Modify the Data Source (Recipient List) When Using an Excel File Once a data source (i.e., an Excel file) has been linked to the main document, you can add or modify recipient list from Word. Add new record to recipient list 1. If necessary, open the main document and click Mailings tab. 2.

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